

**POSITION DESCRIPTION****M-2****Town of Needham****Planning Director****5/97*****Duties:***

Under the general direction of the Planning Board, accountable for directing programs regarding municipal planning, zoning and subdivision matters within the Town of Needham as delineated by state statute and local subdivision rules and regulations.

Plan, organize, and direct all Planning Department activities; with the Planning Board, establish planning goals and priorities; develop, recommend and implement Planning Department policies and procedures; select and supervise department secretary and recording secretary.

Represent Planning Board policy positions to Town officials and boards, private developers, citizen groups and state and regional agencies. Respond to requests for information from Town departments, officials, private developers, and the general public regarding land use and regulations and municipal planning issues.

Coordinate Planning Board meetings and related task forces; prepare agendas, conduct studies and prepare reports and recommendations; and carry out Board decisions.

Provide technical assistance and guidance to Town officials, Boards, private developers, community groups and the general public; conduct planning studies regarding future development in Needham; review existing planning and zoning guidelines and by-laws and make recommendations for revisions; administer the Town's Flood Plain Zoning Program; develop and maintain computerized data base for planning, involving traffic engineering, census, economic data, mapping, etc.; serve as staff liaison between Planning Board and other town departments and agencies.

Coordinate town planning goals and priorities with surrounding towns, state and local agencies, councils and committees and outside consultants as appropriate.

Interact with state officials, and the state and regional planning agencies and associations, to keep apprized of legislation effecting local planning programs and land development, and to recommend changes as directed by the Planning Board.

Develop the department's operating and capital budget, accountable for ensuring department operates within budgetary constraints; establish and maintain appropriate records and reports.

Assess performance of the Planning Department in relation to established goals; assess the performance of department personnel.

Recommend new approaches, policies and procedures to effect continual improvement of efficiency and effectiveness of Planning Department and the services provided; perform research and prepare

documentation for Planning Board; develop material for public presentations. Write grant applications and administer program when funds are granted, as appropriate.

Participate in administrative staff meetings, attend and participate in area, regional and other professional meetings. Participate in professional organizations to retain currency in trends in planning and grant availability.

Supervise the maintenance and updating of planning data bases to assist the town planning function; remain current with new technology to improve computer systems.

Perform other planning and administrative functions and duties as appropriate.

***Basic Knowledge:***

Duties require advanced knowledge of municipal and community planning equivalent to 1<sup>1</sup>/<sub>2</sub> years of graduate study.

***Experience:***

At least 5 years public or private planning experience.

***Independent Action:***

Establish medium-range plans and objectives within scope of town-wide policies and common goals; consults with Planning Board where clarification, interpretation or exception to town's policy may be required, as well as recommendations for special zoning permits, subdivision plans and budgetary recommendations.

***Supervisory Responsibility:***

Manages Planning Department with 1 administrative clerk, 1 part-time Recording Secretary and interns or consultant as required.

**Physical and Environmental Standards:**

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile to neighboring towns.